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PAUL W. RAINWATER
COMMISSIONER OF ADMINISTRATION

State of Louisiana
Division of Administration
Office of State Uniform Payroll

June 14, 2011

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2011-51

TO: All LaGov HCM Paid Agencies

FROM: Andrea P. Hubbard
Director

SUBJECT: Fiscal Year End Payroll Processing Schedules

The final pay period for fiscal year 2011 ended on June 12, 2011 with payroll direct deposits and checks for the June 17, 2011 payday. Each agency should make certain that all relevant payroll expenditure updates are processed as soon as possible to assure that all fiscal year 2011 payroll transactions will be processed through LaGov HCM for the pay period that ended June 12, 2011.

Off-cycle processing for fiscal year 2011 must be processed through the system no later than Wednesday, June 22, 2011. Fiscal year 2011 payments that have been reversed in LaGov HCM by OSUP per the agency's request must have an off-cycle correction run and saved by June 22, 2011 in order to be charged to fiscal year 2011. All reversals and off-cycle payments processed after the deadline of June 22, 2011 will be posted to fiscal year 2012 in AFS. **NOTE: The off-cycle workbench will be locked Wednesday evening, June 22, 2011 and will remain locked until Wednesday morning, June 29, 2011. The off-cycle workbench will be locked again Thursday evening, June 30, 2011 and remain locked until July 5, 2011 for the Fiscal Year End Close. LEO will be available during this time.**

NOTE: LaGov HCM will be down on July 1, 2011 for the fiscal year end close. LEO, however, will be available.

All J5 rejects in AFS for the June 17, 2011 payday and for off-cycles processed through Wednesday, June 22, 2011 must be corrected (in PEND3 status) by 9:00 a.m., Thursday, June 30, 2011 in order to be charged to fiscal year 2011 in AFS.

If you have any questions concerning the information above, please contact a member of the OSUP Benefits and Financial Administration Unit at _DOA-OSUP-BFA@LA.GOV or (225):

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